

ACADEMIC AFFAIRS CALENDAR 2016-2017

✓	DUE DATE	FALL 2016 –TASKS	RESPONSIBLE
<input type="checkbox"/>	Wednesday, July 27	Scheduling – Fall 2016 Temporary Faculty Agreements for adjunct/overload teaching posted in portals	Scheduling/VPAA
<input type="checkbox"/>	Thursday, July 28	PAFs due from Dept. Chairs to Senior VP Academic Affairs for Dept. Chair/teaching assignments for 2016-17	Department Chairs Supervising Admins
<input type="checkbox"/>	Monday, Aug. 1	Class Cancellation Guidelines Sent to Deans	Sr. VP Academic Affairs
<input type="checkbox"/>	Wednesday, Aug. 10	Deadline for Faculty to Accept Temporary Assignments	Faculty
<input type="checkbox"/>	Monday, Aug. 15	Scheduling – Spring 2017 Proof #1 distributed to department chairs <ul style="list-style-type: none"> • Communicate Enrollment Management Strategy (EMS) 	Scheduling Sr. VP Academic Affairs
<input type="checkbox"/>	Wednesday, Aug. 17	Department Chair Training Day	DCC Co-Chairs
<input type="checkbox"/>	Thursday, Aug. 18	Adjunct Faculty Orientation New Faculty Orientation District-Designated Activities Day	Professional Development Academic Affairs
<input type="checkbox"/>	Friday, Aug. 19	Summer 2016 Final Grade Rosters Due by 11:59 p.m.	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	Friday, Aug. 19	Professional Development Activity (PDA) Day – Institutional Day (Mandatory attendance for regular faculty)	Professional Development
<input type="checkbox"/>	Friday, Aug. 19	Reminder to post Length of Service List to AFA Website	Senior VP Academic Affairs
<input type="checkbox"/>	Friday, Aug. 19	Deadline to Request Load Banking	Faculty
<input type="checkbox"/>	Monday, Aug. 22	Fall Classes begin	
<input type="checkbox"/>	Monday, Aug. 22 – Friday, August 26	Spring Hourly Assignment Query to be sent out via District email (Deadline for faculty to respond is 14 calendar days after Query email is sent out)	Department Chairs
<input type="checkbox"/>	August 22 – September 2	Evaluations - Regular and Adjunct <ul style="list-style-type: none"> • Spreadsheets indicating adjunct and regular faculty due for evaluation are distributed to department chairs and supervising admins 	Dean, Liberal Arts & Sciences/Dean, Curriculum Department Chairs Supervising Admins

		<ul style="list-style-type: none"> Faculty to be evaluated are notified via District email by the Dean, Liberal Arts & Sciences for adjunct faculty and by the Dean, Curriculum for regular faculty. <p>Tenure Review (TR)</p> <ul style="list-style-type: none"> Tenure Review team composition is confirmed with supervising administrators. TR faculty and TR teams are notified of their duties via District email SAs retrieve blue TR file folders from HR for all faculty in tenure review 	
<input type="checkbox"/>	Friday, Aug. 26	New Faculty Orientation – Part 2	Professional Development Academic Affairs
<input type="checkbox"/>	Friday, August 26	Faculty Staffing Committee (FSC) meets to review timelines, member responsibilities, rubric for evaluating requests, guidelines for ranking of requests, use of PRPP data, committee structure and other topics as needed.	Faculty Staffing Committee
<input type="checkbox"/>	Wednesday, August 31	Notification of Length of Service Lists Posted on AFA Website	Senior VP Academic Affairs
<input type="checkbox"/>	By Thursday, Sept. 1	Adjunct Faculty Pool updates due to HR	Department Chairs Supervising Admins
<input type="checkbox"/>	Friday, Sept. 2	Scheduling – Proof 1 Spring 2017 due from Chairs to Supervising Administrator	Department Chairs Supervising Admins
<input type="checkbox"/>	Tuesday, Sept. 6	Professional Development Flex Day <i>(for flexible calendar purposes only - no classes, no scheduled professional development activities)</i>	Professional Development
<input type="checkbox"/>	Thursday, Sept. 8	Scheduling – Proof 1 Spring 2017 due from Supervising Administrator to Scheduling	Supervising Admins
<input type="checkbox"/>	Friday, Sept. 9	<p>Evaluations – Regular Faculty only Deadline for Regular faculty evaluatees to request a non-department peer evaluator (mandatory deadline).</p> <p>Evaluations – Regular and Adjunct Peer observers are assigned from department’s rotation list. Dept. Chair informs evaluatees. Each evaluatee has one opportunity to reject the assigned peer.</p>	Department Chairs
<input type="checkbox"/>	Monday, Sept. 12	Curriculum – First Fall Curriculum Review Committee (CRC) meeting	Dean of Curriculum
<input type="checkbox"/>	By Friday, Sept. 16	CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59PM	Dean, Admissions, Records & Enrollment Dev

☐	By Friday, Sept. 16	Evaluations - Adjunct and Regular: <ul style="list-style-type: none"> • Dept. Chair assigns alternate peer (next name on rotation list) for any evaluatee who rejected initial peer assigned. • Dept. Chair and SA consult and deliberate to determine if DC or SA will choose to observe any of them. • DC notifies evaluatees via District email of their evaluation team members (except non-dept. peer request), including who will observe. • DC and SA determine if classified staff input is desired for any evaluations and plan to distribute DTREC-approved feedback forms. Tenure Review: Evaluatee <i>Self-Assessment Report</i> , course syllabi and schedules due to supervising admins (mandatory deadline)	Department Chairs Supervising Admins
☐	On or before Friday, Sept. 16	Faculty Staffing: <ul style="list-style-type: none"> • Final review and confer by Santa Rosa and Petaluma Cluster SAs and DCs to verify faculty priorities 	Santa Rosa and Petaluma Deans Supervising Admins Department Chairs
☐	Monday, Sept. 19	Faculty Staffing- AAC reviews faculty staffing process and role of deans	Supervising Admins
☐	Tuesday, Sept. 20	Department Chair Council and Instructional Managers (DCC/IM) Meeting FSC reviews Faculty Staffing process at first DCC/IM meeting	Sr. VP Academic Affairs
☐	Tuesday, Sept. 20	Faculty Staffing: FSC reviews Faculty Staffing process at first DCC/IM meeting	Supervising Admins
☐	By Friday Sept. 23	Evaluations – Regular and Adjunct <ul style="list-style-type: none"> • Dean, Curriculum coordinates the selection of non-department peers (regular faculty evals only) and notifies evaluatees and members of the evaluation teams. • Evaluatee course syllabi, schedules and <i>Self-Assessment Report</i> (regular faculty only; mandatory deadline) due to department chair • SAs provide to Dean, Liberal Arts & Sciences (Adjunct)/Dean, Curriculum (Regular) a list of department peers and 	Dean, Liberal Arts & Sciences/Dean, Curriculum Supervising Admins Department Chairs

		<p>other team members who will conduct observations for each evaluatee.</p> <ul style="list-style-type: none"> • Evaluations – Tenure Review • Tenure Review teams meet to organize the TR activities required (see TR Timelines) 	
<input type="checkbox"/>	Sept. 23-26	<ul style="list-style-type: none"> • Scheduling – Proof #1 Spring 2017 FTEF review 	Senior VP Academic Affairs Dean 3s
<input type="checkbox"/>	Sept. 26 – November 4	<p>Evaluations – Regular and Adjunct</p> <ul style="list-style-type: none"> • Observations with student evaluations are carried out (6-week period) • Student evaluations are summarized 	Department Chairs
<input type="checkbox"/>	Tuesday, Sept. 27	Scheduling - Proof 2 Spring 2017 distributed	Scheduling
<input type="checkbox"/>	Friday, Sept. 30	<p>Evaluations – Regular and Adjunct</p> <ul style="list-style-type: none"> • DC sends copies of syllabi, schedules and regular faculty <i>Self-Assessment Reports</i> to peer observers and SA (District email preferred) 	Department Chairs Supervising Admins
<input type="checkbox"/>	On or before October 1	<p>Summer Hourly Assignment Query to be sent out via District email (Deadline for faculty to respond is 14 calendar days after Query email is sent out)</p>	Department Chairs
<input type="checkbox"/>	On or before Monday, October 3	<p>Faculty Staffing – For Each Position, Review and Update Faculty Staffing Request sections on the PRPP.</p> <p>DC/SA must also prepare, for each requested position, a Narrative Summary (NS) to highlight the supporting data and need for the position. For best results, address each question as these are the basis of the rubric. NSs for faculty requests for the Petaluma Campus will be prepared by the Petaluma Campus SA discussion with the DC. The Guiding Principles document provided by the FSC provides critical information to be covered in the NS</p>	Supervising Admins Department Chairs
<input type="checkbox"/>	Tuesday, October 4	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	On or before Monday, October 10	<p>AAC Reviews Requests for Hiring New Faculty and final ranking from Cluster Deans DC NS are due to SA, SAs reviews submitted NS and provide edit suggestions, as needed, before final submission</p>	Supervising Admins Department Chairs
<input type="checkbox"/>	On or before Monday,	Faculty Staffing – Deadline for submitting lists, completed PRPPs and Narrative	Supervising Admins FSC

	October 10	<p>Summaries from the SAs to the FSC. No later than 5pm (no exceptions)</p> <ul style="list-style-type: none"> SA submits list of requested positions in rank order along with the related Narrative Summary for each position to the Dean, CTE & Economic Development, who in turn sends these items to the Faculty Staffing Committee. Once submissions are complete, the Dean, CTE posts faculty-related documents on the FSC website. This includes, but is not limited to, Dean Ranking Lists, Narrative Summaries, Guiding Principles and other documents as determined by the FSC 	
<input type="checkbox"/>	Tuesday, October 11	Scheduling – Proof 2 Spring 2017 due from Chairs to Supervising Administrators	Department Chairs
<input type="checkbox"/>	Tuesday, October 11	Instructional Software Requests <ul style="list-style-type: none"> Spring 2017 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing. 	Department Chairs
<input type="checkbox"/>	Friday, October 14	<p>Faculty Staffing:</p> <ul style="list-style-type: none"> The CTE/ED Dean will distribute Narrative Summaries, Ranked Cluster Lists and PRPP links, to the members of the Faculty Staffing Committee <p><i>The Dean CTE/ED posts faculty related documents on the Faculty Staffing Committee website. This includes, but is not limited to Dean Ranking Lists, Narrative Summaries, Guiding Principles and documents as determined by the Faculty Staffing Committee.</i></p>	Supervising Admins Department Chairs
<input type="checkbox"/>	Monday, October 17	Scheduling – Proof 2 Spring 2017 due from Supervising Administrators to Scheduling	Supervising Admins
<input type="checkbox"/>	Monday, October 17	<p>Faculty Staffing Committee -</p> <ul style="list-style-type: none"> Meets with VPs of Academic Affairs, Student Services and Petaluma Campus to provide organizational perspective and highlight District-wide needs Meets to finalize process and set rubric for prioritizing staffing requests 	FSC VPs

<input type="checkbox"/>	Monday, October 17 – Sunday, November 20	MIDTERM GRADES DUE Link active from Monday, October 17 through 11:59p.m. Sunday, November 20, 2016 for all full semester courses	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	Tuesday, October 18	DCC-IM Meeting	DCC Co-Chairs
<input type="checkbox"/>	October 27-28	Scheduling – Final Spring 2017 FTEF review	Senior VP Academic Affairs Dean 3s
<input type="checkbox"/>	Friday, October 28	Faculty Staffing - Committee meets for scheduled presentations by SAs to the Faculty Staffing Committee; and continues after presentations to determine prioritized rankings of requested faculty positions	FSC Supervising Admins
<input type="checkbox"/>	Friday, October 28	First Glance at Spring 2017 Schedule Distributed to Supervising Administrators, Chairs and Fac.All	Senior VP Academic Affairs
<input type="checkbox"/>	Monday, October 31	Scheduling - Spring 2017 classes available on SRJC Web site	IT/Scheduling
<input type="checkbox"/>	Tuesday, Nov. 1	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	Tuesday, Nov. 1	Class Cancellation Guidelines Sent to Deans	Sr. VP Academic Affairs
<input type="checkbox"/>	Friday, Nov. 4	Faculty Staffing – Committee forwards a confidential list of ranked recommendations to the Senior VP Academic Affairs and Superintendent/President	FSC
<input type="checkbox"/>	Monday, Nov. 7	Spring 2017 Priority Web Registration for continuing students begins	Admissions
<input type="checkbox"/>	By Friday, Nov. 11	Evaluations – Regular and Adjunct Each team observer confers with evaluatee to discuss <i>Observation Report</i> (for details, see Timeline in Article 14 of the District/AFA Contract). Each observer sends a copy of the <i>Observation Report</i> , including the summary of student evaluations, to other members of the team (District email preferred). Observer signs original <i>Observation Report</i> and sends to the department chair.	Evaluation team observers
<input type="checkbox"/>	Tuesday, Nov. 15	Scheduling – Spring 2017 schedule to printer	Scheduling
<input type="checkbox"/>	Tuesday, Nov. 15	DCC/IM Meeting	SVP Academic Affairs
<input type="checkbox"/>	Wednesday, Nov. 16	Scheduling - Proof 1 Summer 2017 distributed	Scheduling Sr. VP Academic Affairs

		<ul style="list-style-type: none"> Communicate Enrollment Management strategy 	
<input type="checkbox"/>	By Friday, Nov. 18	Evaluations – Adjunct and Regular Team members confer regarding <i>Final Report</i> (for details, see Timeline in Article 14 of the District/AFA Contract)	Supervising Admins Department Chairs Peer Evaluators
<input type="checkbox"/>	On or before Friday, Nov. 18	Faculty Staffing – Action taken by Superintendent/President on FSC recommendations is distributed to the college community by the Senior VP Academic Affairs. SAs complete a Personnel Requisition form for each approved position. Hiring committees should be formed and the HR Department should be contacted as soon as possible to develop a job announcement and begin the recruitment process.	Sr. VP Academic Affairs <i>Supervising Admins</i>
<input type="checkbox"/>	Sunday, Nov, 20	LAST DAY TO DROP STUDENTS WITH A “W” (full semester courses only) by 11:59p.m.	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	Sunday, Nov, 20	MIDTERM GRADES for all semester courses due by 11:59pm	
<input type="checkbox"/>	Friday, Nov. 25	Professional Development Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)	Professional Development
<input type="checkbox"/>	Monday, Nov. 28	Last day to submit Individual, Group or Menu of Activities Flex Proposals for the fall semester for Adjunct Faculty	Faculty members Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	By Monday, Nov. 28	Evaluations – Regular and Adjunct Minority Reports, if needed, are due.	<i>Evaluation team members</i>
<input type="checkbox"/>	Tuesday, November 29	Scheduling – Spring 2017 printed schedules delivered to campuses.	<i>Scheduling</i>
<input type="checkbox"/>	Thursday, Dec. 1	Scheduling - Proof 1 Summer 2017 due from Chairs to Supervising Administrator	Department Chairs
<input type="checkbox"/>	By Friday, Dec. 2	Faculty Staffing – Requisitions and job announcements are routed for approval. Advertising for approved positions begins by this date	<i>Supervising Admins</i>
<input type="checkbox"/>	Monday, Dec. 5	Spring 2017 Open Web Registration for ALL students begins	<i>Admissions</i>
<input type="checkbox"/>	Monday, Dec. 5 at 5:00pm	Absolute deadline for adjunct flex hours to be completed and verification forms/NOAs received in Professional Development	Adjunct faculty members Department Chairs Supervising Admins

			<i>Professional Development</i>
<input type="checkbox"/>	Tuesday, Dec. 6	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	Tuesday, Dec. 6	Scheduling - Proof 1 Summer 2017 due from Supervising Administrators to Scheduling	Supervising Admins
<input type="checkbox"/>	Friday, Dec. 9	Pay dock list submitted to Payroll Office for non-compliance with Flex Program obligations (pay docks for Adjunct Faculty only)	Professional Development
<input type="checkbox"/>	By Friday, Dec. 9	Evaluations – Regular and Adjunct <i>All Observation Reports, Final Report and any Minority Reports are ready for evaluatee to review and sign. (Mandatory deadline; see details in Timeline in Article 14 of District/AFA Contract)</i>	Department Chairs Supervising Admins Peer Evaluators
<input type="checkbox"/>	By Friday, Dec. 9	Evaluations – Tenure Review <ul style="list-style-type: none"> • Observations and student evals are completed • SAs prepare summaries of student evals <i>Team Member Reports are completed</i>	TR team members Supervising Admins
<input type="checkbox"/>	Monday, Dec. 12	Curriculum – Final Fall CRC meeting	Department Chairs
<input type="checkbox"/>	Monday, Dec. 12	Reminder to post Length of Service List to AFA Website	Senior VP Academic Affairs
<input type="checkbox"/>	Wednesday, Dec. 14	<ul style="list-style-type: none"> • Scheduling – Spring 2017 Temporary Faculty Agreements for adjunct/overload teaching posted in portals 	Scheduling
<input type="checkbox"/>	Tuesday, Dec. 20	DCC/IM Meeting	Sr. VP Academic Affairs
<input type="checkbox"/>	By Friday, Dec. 23	Evaluations – Tenure Review <ul style="list-style-type: none"> • Each team member meets with TR faculty member to review and sign the individual <i>Team Member Report</i>. • TR teams meet to discuss and prepare <i>Yearly Report</i>. Evaluations – Regular and Adjunct <i>Supervising Admin office verifies that evaluation files are complete and sends files to Office of the Dean, Curriculum (Regular) or Dean, Liberal Arts & Sciences (Adjunct).</i>	TR Team Members Supervising Admins
<input type="checkbox"/>	Dec. 26 - Jan. 16	Winter Break	Enjoy!
<input type="checkbox"/>	By Thursday, Dec. 29	CTEA - Last day to encumber 2016-2017 CTEA grant project funds. Unused funds will be swept at the end of January, 2017	Department Chairs Supervising Admins

<input type="checkbox"/>	Friday, January 6, 2017	Fall Semester 2016 Final Grades Due by 11:59 p.m. <i>Supervising Admins and Department Chairs to follow up on late grades.</i>	Department Chairs Supervising Admins Dean, Admissions, Records & Enrollment Dev.
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✓	DUE DATE	SPRING 2017 –TASKS	RESPONSIBLE
<input type="checkbox"/>	Friday, Jan 6	Deadline for Faculty to Accept Temporary Assignments	Faculty
<input type="checkbox"/>	Jan. 9-10, 2017	Scheduling – Proof #1 Summer 2017 FTEF review	Senior VP Academic Affairs Dean 3s
<input type="checkbox"/>	Wednesday, Jan. 11	Scheduling – Proof #2 Summer 2017 distributed	Scheduling
<input type="checkbox"/>	Tuesday, Jan. 17	Spring semester classes begin	
<input type="checkbox"/>	Tuesday, Jan. 17 – Friday, Jan. 20	Fall Hourly Assignment Query to be sent out via District email (Deadline for faculty to respond is 14 calendar days after Query email is sent out)	Department Chairs
<input type="checkbox"/>	Jan. 17-27	Evaluations – Adjunct <ul style="list-style-type: none"> • Spreadsheets indicating adjunct faculty due for evaluation are distributed to department chairs and supervising admins for review, comment, and correction. • Adjunct faculty to be evaluated are notified via District email. Evaluations – Regular <ul style="list-style-type: none"> • Email reminders are sent to DCs and SAs listing faculty previously scheduled for evaluation in spring semester. • Faculty scheduled for spring evaluations are sent District email reminders of deadline for submitting self-evaluation, schedule of classes/allied duties and syllabi to their DCs. 	Dean, Liberal Arts & Sciences/Dean, Curriculum Department Chairs Supervising Admins
<input type="checkbox"/>	Tuesday, Jan. 17	PRPP – Academic and core data posted, including FT vs. PT %, Curriculum Currency and Retirement Range data.	IT Dean, Liberal Arts & Sciences
<input type="checkbox"/>	Friday, Jan. 20	Deadline for Faculty to Request Load Banking	Faculty
<input type="checkbox"/>	By Friday, Jan. 20	Evaluations – Tenure Review <ul style="list-style-type: none"> • Probationary faculty member delivers responses, if any, to <i>Team Member Reports</i> to the Supervising Admin 	Tenure Review Team Members

		<ul style="list-style-type: none"> <i>Yearly Report</i> and <i>Minority Yearly Reports</i> (if any) are completed, and the teams meet with probationary faculty member to discuss the <i>Yearly Report</i>. 	
<input type="checkbox"/>	Monday, Jan. 24	Curriculum – First Spring CRC meeting	Office of the Dean of Curriculum
<input type="checkbox"/>	By Friday, Jan. 27	Evaluations – Tenure Review Deadline for Supervising Admins to deliver TR files to Office of the Dean, Curriculum	Supervising Admins
<input type="checkbox"/>	By Friday, Jan. 27	Evaluations – Adjunct Peer observers are assigned from department’s rotation list for adjunct faculty due for evaluation during spring semester.	Department Chairs
<input type="checkbox"/>	By Friday, Jan. 27	Any CTEA funds not spent or encumbered will be swept.	Dean, CTE Department Chairs Supervising Admins
<input type="checkbox"/>	Thursday, Feb. 2	Scheduling - Proof 2 Summer 2017 due from Chairs to Supervising Administrator	Department Chairs
<input type="checkbox"/>	Thursday, Feb. 2	Instructional Software Requests Summer 2017 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.	Department Chairs
<input type="checkbox"/>	Tuesday, Feb. 7	DCC Meeting PRPP Overview – 1 hour refresher	DCC Co-Chairs Dean, Liberal Arts & Sciences
<input type="checkbox"/>	Tuesday, Feb. 7	Scheduling - Proof #2 Summer 2017 due from Supervising Administrators to Scheduling	Supervising Admins
<input type="checkbox"/>	Friday, Feb. 10	CENSUS ROSTERS FOR FULL SEMESTER COURSES DUE BY 11:59pm	Department Chairs Supervising Admins Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	By Friday, Feb. 10	Evaluations – Regular and Adjunct Evaluee course syllabi, schedules and <i>Self-Assessment Report</i> (regular faculty only) (mandatory deadline) due to department chairs.	Department Chairs
<input type="checkbox"/>	By Friday, Feb. 10	Evaluations – Tenure Review Senior VP Academic Affairs makes recommendations regarding tenure to the Superintendent/President.	Sr. VP Academic Affairs
<input type="checkbox"/>	Thursday, Feb. 16	Professional Development Activity (PDA) Day – Institutional Day / Tauzer Lecture <i>(no classes; mandatory attendance for Regular Faculty)</i>	Professional Development
<input type="checkbox"/>	Saturday & Sunday,	Saturday and Sunday classes scheduled to meet on this day DO meet – NOT a holiday	

	Feb. 18 & 19		
<input type="checkbox"/>	Tuesday, Feb. 21	DCC/IM Meeting	SVP Academic Affairs
<input type="checkbox"/>	Tuesday, Feb. 21	First Glance at Summer 2017 Schedule sent to Supervising Administrators, Chairs and Fac.All	Senior VP Academic Affairs
<input type="checkbox"/>	Feb. 21 – March 31	Evaluations – Regular and Adjunct Observations with student evaluations are carried out (6-week period). Student evaluations are summarized.	Evaluation Team Observers
<input type="checkbox"/>	Feb. 21-22	Scheduling – Final Summer 2017 FTEF review	Senior VP Academic Affairs Dean 3s
<input type="checkbox"/>	Thursday, Feb. 23	Scheduling - Summer 2017 schedule available on SRJC Website (permatized)	IT
<input type="checkbox"/>	By Friday, Feb. 24	Evaluations – Regular and Adjunct Supervising Admins provide to Dean, Curriculum (Regular) or Dean, Liberal Arts & Sciences (Adjunct) a list of department peers and other team members who will conduct observations for each evaluatee.	Supervising Admins Dean, Liberal Arts & Sciences/Dean, Curriculum
<input type="checkbox"/>	By Friday, Feb. 24	Evaluations – Tenure Review Superintendent / President's recommendations are submitted to the Board of Trustees.	Superintendent / President
<input type="checkbox"/>	Monday, February 27	Department Chair Elections completed	Department Chairs Supervising Admins Senior VP Academic Affairs
<input type="checkbox"/>	Monday, February 27	CTEA - Release of 2017-2018 CTEA RFP grant applications	Dean, CTE
<input type="checkbox"/>	Tuesday, Feb. 28	Scheduling - Proof 1 Fall, 2017 distributed <ul style="list-style-type: none"> Communicate Enrollment Management strategy 	Scheduling Sr. VP Academic Affairs
<input type="checkbox"/>	Tuesday, March 7	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	Tuesday, March 7	Scheduling – Summer 2017 schedule to printer	Scheduling
<input type="checkbox"/>	Monday, March 13	MIDTERM GRADES DUE Link active from Monday, March 13 through 11:59p.m. Sunday, April 23, 2017 for all full semester courses	Dean, Admissions, Records & Enrollment Development
<input type="checkbox"/>	Wednesday, March 15	Evaluations – Tenure Review Board of Trustees takes action on Tenure Track faculty	Board of Trustees
<input type="checkbox"/>	Thursday, March 16	Scheduling – Proof 1 Fall 2017 due from Supervising Administrators and Chairs to Scheduling	Supervising Admins
<input type="checkbox"/>	March 20-26	Spring Break	Enjoy!
<input type="checkbox"/>	Tuesday,	DCC/IM Meeting	Sr. VP Academic Affairs

	March 21		
<input type="checkbox"/>	Thursday, March 23	Scheduling – Summer 2017 printed schedules delivered to campuses.	Scheduling
<input type="checkbox"/>	Friday, March 24	CTEA – 2017-2018 CTEA RFP grant applications due to Dean, CTE	Dean, CTE
<input type="checkbox"/>	Friday, March 24	Professional Development Flex Half-Day (for flexible calendar purposes only - no classes, no scheduled professional development activities)	Professional Development
<input type="checkbox"/>	Monday, March 27	Curriculum <ul style="list-style-type: none"> Last CRC meeting to approve revisions to existing courses effective Fall 2017. Last CRC meeting to approve new proposed UC transferable, IGETC and CSU GE courses to be submitted for UC and CSU approval. Internal deadline is May 1st to offer course in Fall 2018. Last CRC meeting to approve new certificates or majors, or revisions to existing certificates or majors, in order to be published in the 2017-18 College Catalog. 	Department Chairs
<input type="checkbox"/>	Tuesday, April 4	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	By Friday, April 7	Evaluations – Regular and Adjunct Each team observer confers with evaluatee to discuss <i>Observation Report</i> (for details, see Timeline in Article 14 of the District/AFA Contract). Each observer sends a copy of the <i>Observation Report</i> , including the summary of student evaluations, to other members of the team (District email preferred). Observer signs original <i>Observation Report</i> and sends to the department chair.	Evaluation Team observers
<input type="checkbox"/>	April 7-10	Scheduling – Proof #1 Fall 2017 FTEF review	Senior VP Academic Affairs Dean 3s
<input type="checkbox"/>	Tuesday, April 11	Scheduling - Proof 2 Fall 2017 distributed	Scheduling
<input type="checkbox"/>	Friday, April 14	PRPP Section 2: Resource Requests data entry completed for Supervisor Review	Department Chairs Supervising Admins
<input type="checkbox"/>	On or before Friday, April 14	Faculty Staffing: <ul style="list-style-type: none"> DCs identify faculty staffing needs, confer with SAs meet with Petaluma Cluster to discuss faculty needs and preliminary ranking of faculty staffing requests in the PRPP 	Department Chairs Supervising Admins

		<ul style="list-style-type: none"> DCs meet by cluster and consult with Santa Rosa SAs to review ranking of staffing request(s). Each position that has been ranked is to be entered into the related PRPP by the end of September 	
<input type="checkbox"/>	Monday, April 17	Summer 2017 Priority Web Registration for continuing students begins	Admissions
<input type="checkbox"/>	April 17 – May 19	PRPP - Prioritize Resource Requests Supervising Administrators work with departments to prioritize and rank Budget Requests (2.1b); Classified, Management, STNC and Student Worker staffing requests (2.2e); Instructional Equipment Requests (2.4c); Non-Instructional Equipment and Technology requests (2.4d); and Minor Facilities Requests (2.5a).	Supervising Admins Department Chairs
<input type="checkbox"/>	Monday, April 17	Instructional Software Requests Fall 2016 software installation, update and upgrade requests for instructional computer labs and classrooms submitted to Instructional Computing.	Department Chairs
<input type="checkbox"/>	Tuesday, April 18	DCC/IM Meeting	Sr. VP Academic Affairs
<input type="checkbox"/>	By Friday April 21	Evaluations – Regular and Adjunct <ul style="list-style-type: none"> <i>Minority Reports</i>, if needed, are due. Team members confer regarding <i>Final Report</i> (for details, see Timeline in Article 14 of the District/AFA Contract) 	Evaluation Team Members
<input type="checkbox"/>	Sunday, April 23	MIDTERM GRADES FOR ALL FULL SEMESTER COURSES DUE BY 11:59pm	Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	Sunday, April 23	LAST DAY TO DROP STUDENTS WITH A “W” SYMBOL (FULL SEMESTER COURSES ONLY) BY 11:59 p.m.	Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	Monday, April 24	Last day to submit Individual, Group or Menu of Activities Flex Proposals for the spring semester.	Faculty Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	Monday, April 24	Scheduling – Proof 2 Fall 2017 due from Chairs to Supervising Administrators	Department Chairs

<input type="checkbox"/>	Thursday, April 27	Scheduling – Proof #2 Fall 2017 due from Supervising Administrators to Scheduling	Supervising Admins
<input type="checkbox"/>	Friday, April 28	All final CTEA 2016-2017 spending must be completed.	Dean, CTE Department Chairs Supervising Admins
<input type="checkbox"/>	Monday, May 1 by 5:00 p.m.	Absolute deadline for adjunct flex hours to be completed and verification forms/NOAs received in Professional Development	Adjunct faculty Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	Tuesday, May 2	DCC Meeting	DCC Co-Chairs
<input type="checkbox"/>	Friday, May 5	Pay dock list submitted to Payroll Office for non-compliance of Flex Program requirements (pay docks for Adjunct Faculty only; does not include regular faculty pay docks)	Professional Development
<input type="checkbox"/>	Friday, May 5	Evaluations – Regular and Adjunct <i>All Observation Reports, Final Reports and any Minority Reports are ready for evaluatee to review and sign (mandatory deadline; see details in Timeline in Article 14 of District / AFA Contract)</i>	Evaluation Teams
<input type="checkbox"/>	Monday, May 8	Summer 2017 Open Web Registration for ALL students begins	Admissions
<input type="checkbox"/>	Monday, May 8	First Glance at Fall 2017 Schedule Sent to Supervising Administrators, Chairs and Fac.All	Senior VP Academic Affairs
<input type="checkbox"/>	May 8-9	Scheduling – Final Fall 2017 FTEF review	Senior VP Academic Affairs Dean 3s
<input type="checkbox"/>	Wednesday, May 10	Scheduling - Fall 2017 classes available on SRJC Web site (permatized)	IT
<input type="checkbox"/>	On or before Friday, May 12	Faculty Staffing: <ul style="list-style-type: none"> SAs prepare the tentative ranking of Faculty staffing of requests from his or her cluster to report out to AAC 	Supervising Admins Department Chairs
<input type="checkbox"/>	On or before Friday, May 12	Faculty Staffing: <ul style="list-style-type: none"> SAs report out to Academic Affairs (AAC) the tentative ranking of faculty staffing requests from their cluster. The Santa Rosa Dean of Counseling and Support Services and the Petaluma Dean of Student Services are invited to attend this part of the AAC meeting and discussion. Results of AAC review are reported back to the DCs. Although forms are not submitted until the end of September 2017, SAs and/or 	Supervising Admins Department Chairs

		DCs may begin preparation of the Narrative Summary.	
<input type="checkbox"/>	Tuesday, May 16	DCC/IM Meeting	Sr. VP Academic Affairs
<input type="checkbox"/>	Tuesday, May 16	Scheduling – Summer 2017 Temporary Faculty Agreements for adjunct/overload teaching posted in portals	Scheduling
<input type="checkbox"/>	Thursday, May 18	Scheduling – Fall 2017 schedule to printer	Scheduling
<input type="checkbox"/>	Friday, May 19	PRPP – all remaining sections should be completed and submitted to Supervising Admin for approval (*note- there may be a change in which sections are required in spring 2016)	Department Chairs PRPP Editors
<input type="checkbox"/>	Monday, May 22	Curriculum: Final Spring 2017 CRC meeting.	Department Chairs
<input type="checkbox"/>	Monday, May 22	Class Cancellation Guidelines Sent to Deans	Sr. VP Academic Affairs
<input type="checkbox"/>	By Friday, May 26	Evaluations – Regular and Adjunct Supervising Admins verify that evaluation files are complete and send files to Office of the Dean, Curriculum / Dean, Liberal Arts & Sciences	Supervising Admins Dean, Curriculum / Dean, Liberal Arts & Sciences
<input type="checkbox"/>	Saturday, May 27	COMMENCEMENT Mandatory attendance for Regular Faculty	
<input type="checkbox"/>	Tuesday, May 30 at 5:00pm	Absolute deadline for regular faculty mandatory and flex hours to be completed and verification forms/ Intent to Complete forms/ NOAs received in Professional Development.	Regular faculty Department Chairs Supervising Admins Professional Development
<input type="checkbox"/>	Wednesday, May 31	Scheduling - Fall 2017 printed schedules delivered to campuses	Scheduling
<input type="checkbox"/>	Friday, June 2	Spring Semester 2017 Final Grades Due by 11:59 p.m. Supervising Admins, Dept. Chairs follow up on late grades.	Supervising Admins Department Chairs Dean, Admissions, Records & Enrollment Dev.
<input type="checkbox"/>	Monday, June 5	Pay dock list submitted to Payroll Office for non-compliance of Flex Program requirements for Regular Faculty per AFA contract.	Professional Development
<input type="checkbox"/>	Tuesday, June 6	Deadline for Faculty to Accept Temporary Assignments	Faculty
<input type="checkbox"/>	Monday, June 12	Fall 2017 Priority Web Registration for continuing students begins	Admissions & Records
<input type="checkbox"/>	Thursday, June 15	PRPP – Deans approve all academic program/unit PRPPs under their supervision. Directors and Deans submit their PRPPs for approval	Deans, Directors

<input type="checkbox"/>	Monday, June 19	Summer 2017 Begins 6 and 8 week classes	Admissions & Records
<input type="checkbox"/>	Tuesday, June 20	Deadline for Faculty to Request Load Banking	Faculty
<input type="checkbox"/>	June – July 2017	PRPP - AAC will determine final priorities for Academic Affairs' PRPP resource requests.	AAC
<input type="checkbox"/>	Monday, July 10	Fall 2017 Open Web Registration for ALL students begins	Admissions & Records
<input type="checkbox"/>	August 2017	PRPP - Academic Affairs will “close the loop” on planning by notifying chairs and faculty of final prioritizations.	AAC